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19 December 1962

P.O. Box 8043  
Southwest Station  
Washington 24, D.C.

Dear

It is respectfully requested that Contract "Collection and Field Mensuration Techniques for Ground Photographs, be extended from 21 December 1962 to 25 January 1963 and be increased in cost from or an additional approximately. The cost is itemized in Enclosure A. No increase in fee is requested.

The increase in time and cost is needed primarily because of the delay in receipt of a final group of controlled contrast photos printed in the contractor's photographic laboratory. These photographs were delivered on 7 December 1962 and comprised materials for 31 illustrations out of a total of 200. At the present date, the final draft is 93% complete.

This year, the Christmas and New Year holiday periods are each four days in length resulting in two short work weeks. However, it is expected to have a member of the contractor's reproduction staff visit our facility shortly after New Year's day to examine the completed material, both text and illustrations. A few more days may be needed to adjust any items not considered satisfactory for his reproduction requirement. Therefore, the completed manual will be delivered sometime between 7 and 11 January 1963.

The additional time to 25 January 1963 is needed to finish and deliver the final report. This report will itemize a large percentage of the contract effort and cost which is not reflected in the manual. For example, the field test of metrical techniques comprised 1/3 of the total time and cost of this contract, and a number of data extraction techniques not incorporated in the manual will be presented.

No additional funds or time will be requested on this contract. The contractor's technical representative is aware of this request for a time and cost extension.

Sincerely yours,

General Manager

RMN/jb

Enclosure

**SECRET**

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